

# **Regulations Governing Inter-University Course Selection, Wenzao Ursuline University of Languages**

Approved at the Second Academic Affairs Committee on December 17, 2003

Ratified by the President on December 23, 2003

Approved at the Academic Affairs Committee on July 29, 2013

Ratified by the President on August 30, 2013

- Article I      The Regulations are established in accordance with Article 25 of the Enforcement Rules of the University Act and Article 19 of the Academic Policies of the University.
- Article II     Selection of inter-university courses shall be limited to courses that are not offered by any teaching unit of the University or courses for special purposes. In principle, courses offerings and course selection shall be mutually beneficial.
- Article III    Lecturer consent is required before a teaching unit of the University accepts applications for students from other colleges/universities to select courses offered by the lecturer.
- Article IV    The number of credits taken from inter-university courses shall be limited to six credits and shall not exceed one-third of the total number of credits taken at the University. The regulation does not apply if the students' total number of credits is less than nine (including nine credits). Teaching units shall decide if the credits taken are included in the credits counted towards graduation.
- Article V     Students from other colleges/universities can take a maximum of 6 credits from the University each semester. Students are required to complete the procedures for course selection before the end of the add/drop period after the start of school in each semester. No late applications will be accepted.
- Article VI    The application form for inter-university course selection shall be completed for students who wish to take the courses. Students of the University who wish to take courses offered by other colleges/universities shall follow the timetable stipulated by the colleges/universities offering the courses. Students from other colleges/universities who wish to take courses offered by the University shall follow the timetable stipulated by the University and

follow the procedures for paying credit fees, internship fees and other incidental fees. Course grades will not be recognized for students who fail to complete the procedures on time.

Article VII Unless the courses selected are later closed because the number of students does not meet the minimum requirement, students from other colleges/universities who have completed the procedures to take courses from the University will not be granted a refund.

Article VIII Students from the University shall not select courses from other colleges/universities that may lead to class time conflicts at the University (including the time needed to commute); otherwise, the student will be given a zero for the course.

Article IX The instruction, examination and calculation of course grades shall follow regulations of colleges/universities offering the courses for students from the University who select courses from other colleges/universities. The same principles apply to students from other colleges/universities who select courses from the University.

Article X The transcript of records of students from other colleges/universities who select courses from the University shall be sent to the students' own colleges/universities at the end of the semester.

Article XI Students are not allowed to select courses offered by other colleges/universities unless these Regulations are followed. Teaching units of the University shall not accept applications from students of other colleges/universities for inter-university course selection.

Article XII The Regulations become effective after they are approved by the Academic Affairs Committee and ratified by the President. Revisions must follow the same procedures.